Individual Role and Responsibility

A. Scope

1.   This procedure specifies individual role and responsibility to effectively perform the tasks of validation and verification functions.

B. Purpose

2.   This is the procedure to perform the tasks of validation and verification consistently and effectively by clearly describing individual role and responsibility.

C. Responsibility and Authority

3.   Director of Certification Development Support Center and Director of Energy Environment Center shall assign the detailed roles to each personnel according to this procedure.

D. Definition of Terms

4.   Organization chart for positions and functions: an organization chart showing position and function of each member in organization unit.

E. Organization chart of positions and functions

5.   Director of Certification Development Support Center is responsible for, based on references as below, preparing and maintaining organization chart of functions and positions to indicate scopes, responsibility and authority depending on position and function of each member belonging to relevant organization unit.

i. Preparation

6.   Organization chart of functions and positions should show a team leader located at apex and describe each member with roles on it according to individual functions.

ii. Indication of lines

7.   Functions of each organization unit and supervisory command system based on responsibility and authority should be distinguished by horizontal and vertical solid lines, respectively to clearly state functions and responsibility/authority.

8.   Special items of supervisory command system should be indicated as explanatory notes using dotted lines and a sample of organization chart of functions and positions for Certification Development Support Center is shown in Appendix 1.

iii. Work assignment

(a)   Director of Certification Development Support Center

9.   Director of Certification Development Support Center, as a CDM quality manager, has authorities and responsibilities for the following:

   (1) Determining the human resource requirements;

   (2) Evaluating and demonstrating competence of personnel, and qualifying them

   ① Competence and qualification of human resources

   ② Assessment of validator/verifier's capabilities

   ③ Training and education of human resources

   ④ Other related works

   (3) Maintaining the competence of its validation/verification personnel;

   (4) Managing all activities related to the safeguarding of the impartiality on its functions;

   ① Internal audit and Management review

   ② Risk Assessment for impartiality, conflict of interest and independence

   ③ Tasks related to committees

   (5) Establishing, implementing and maintaining a quality management system complying with CDM accreditation standard.

10.   Director of Certification Development Support Center shall nominate the person in charge of quality assurance and the person in charge shall have following roles and responsibilities.

   (1)   Preparation of internal audit and management review

   (2)   Risk Assessment for impartiality, conflict of interest and independence

   (3)   Tasks related to committees

   (4)   Review of human resource qualification(validator/verifier, technical experts, etc)

11.   Quality Manager

   (1)   Director of Certification Div. shall appoint Director of Certification Development Support Center as a CDM quality manager who shall have responsibility and authority for the following:

① Ensuring that the KSA's procedures for complying with CDM accreditation requirements are established, documented, implemented and maintained;

② Reporting to the KSA's top management on the performance of the quality management system and proposing required improvements.

(b)   Director of Energy Environment Center

12.   Director of Energy Environment Center is responsible for the following (overall tasks related to validation/verification processes) :

　　　(1)   Selecting members of its validation/verification teams and technical review teams;

　　　(2)   Approval of contract review

　　　(3)   Approval of validation/verification team nomination

　　　(4)   Making a final decision on validation and/or verification/certification opinions and reports;

　　　(5)   Publicity activities

　　　(6)   Supervising the implementation of validation/verification procedures;

(c)   Quality Control

13.   Quality Control

　　　(1)   Document and record control

　　　(2)   Management of standards reflecting CDM EB meeting report, decisions of COP/MOP, and other relevant procedures and guidelines

　　　(3)   Preparation for an external audit by the CDM Executive Board, etc.

　　　(4)   Survey of customer satisfaction

　　　(5)   Other related works

　　　(6)   Preparation of internal audit

　　　(7)   Preparation of Management review

　　　(8)   Implementation of corrective and preventive actions

14.   Reporting to the CDM executive board

15.   Discloser of the validation and verification reports.

(d)   Resource Management

16.   Competence and qualification

　　　(1)   Management of competence for validation and verification functions

　　　(2)   Qualification of the personnel related to CDM functions

　　　(3)   Assessment of performance of validators/verifiers and administrative personnel

      (4)   Operational management of validator/verifiers

17.   Education and training

      (1)   Establishment of annual training plan

      (2)   Implementation of education and trainings

(e)   Research and development

18.   Research and development

      (1)   New baseline methodology and monitoring methodology

      (2)   Extension of the scope of validation and verification service

      (3)   Collection and management of international information

      (4)   Research and development of validation and verification guidance according to the technical area within sectoral scopes

      (5)   Technical advice and education supporting

      (6)   Other technical support related works

(f)   Contract Review

19.   Validation and verification contract review

      (1)   Providing information related to the application and proposal on validation and verification services

      (2)   Contract review

      (3)   Making a contract on validation and verification services with clients

(g)   Validation/verification operation

20.   Planning and management of validation and verification activities

      (1)   Payment of fees

      (2)   Arrangement of a business trip and payment of its expenses

      (3)   Fee charging and collecting

      (4)   Other validation/verification operation related works

21.   Validation and verification operation

      (1)   Composition of validation and verification team

      (2)   Implementation of validation and verification

      (3)   Handling of comments from interested parties

      (4)   Other validation and verification related works

22.   Records control related to validation and verification

      (1)   Recording of the progress of the validation and verification activities

(2)   Other related works

23.   Request for the registration of the validated projects and the issuance of CERs(Certified Emissions Reductions) attributable to the verified projects to the CDM executive board

(1)   Management of registered project and issued CERs

(2)   Tasks related to technical review of validation and verification

(3)   Management of final V&V report

(h)   Validation/verification team

24.   Validation/verification team

(1)   Overall management of validation/verification process by representing the validation/verification team

(2)   Planning of validation and verification works and assignment of responsibilities to the validation/ verification team members

(3)   Management of the validation/verification team, and review of the follow-up activities of validation/verification

(4)   Preparation and submission of the validation and verification reports

25.   Validation/verification team members are responsible for the following:

(1)   Carrying out validation/verification according to the validation/verification plan.

(2)   Other tasks assigned from the validation/verification team leader.

(3)   Other related works to the validation and verification activities

26.   Technical experts are responsible for the following:

(1)   Provision of technical advice to the validation/verification team

Appendix 1)

Sample of organization chart of functions and positions


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            ┌──────────────────┐
            │  ○○ Team Leader  │
            └────────┬─────────┘
        ┌────────────┼────────────┐
   ┌────┴────┐  ┌────┴────┐  ┌────┴────┐
   │   ○○    │  │   ○○    │  │   ○○    │
   └─────────┘  └─────────┘  └─────────┘
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Name	Roles	Position	Description	Remarks

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